


BIDDING PROCEDURES

HOW TO CONDUCT A BID OPENING

- ☐ Have A Clock in the Room,
- ☐ Set the Accurate Clock Time by the Phone Company?
- ☐ Bid Openings are Open to the Public
- ☐ Architect and/or AWARDING AUTHORITY Representative should Arrive @ Location 1 Hour Early;

THINGS TO BRING TO A BID OPENING

- ☐ Mailed or Previously Delivered Bids
 - ☐ Letter Opener to Open Envelopes;
 - ☐ Pad of Paper or Preprinted Forms to Record Bids Received;
 - ☐ Stapler and Staples;
 - ☐ Paper Clips and Elastic Bands;
 - ☐ Stack of Empty Envelopes
To keep Update Statements Confidential
- ☐ Bring Mailed  and Delivered Bids with You (**Un-Opened**)
 - ☐ Announce the Designated Hour;
 - ☐ Bids Must be Opened Forthwith !!
 - ☐ OPEN & READ Bid Amounts Aloud,
 - ☐ Reveal Contents of The Envelope!!!
- Sub-bids You Will Receive**
- ☐ Filed Sub-bid Form
 - ☐ Bid Deposit
 - ☐ DCAMM Sub-bidder Certificate of Eligibility
 - ☐ DCAMM Sub-bidder Update Statement
- General Bids You will Receive**
- ☐ General Bid Form
 - ☐ Bid Deposit
 - ☐ DCAM Certificate of Eligibility
 - ☐ DCAMM General/Prime Bidder Update Statement
- ☐ List Bidders + Amounts;
This is a BID SUMMARY (List of Bids Received)!!!!
 - ☐ Take ALL Bids under Advisement;
 - ☐ POST **List of Bids Received** by the Awarding Authority;
 - ☐ For Filed Sub-Bid Opening this is NOT the Sub-Bid Tabulation
 - ☐ Bidders Can Review other Bid Forms
Under Controlled Conditions

**UPDATE STATEMENTS ARE CONFIDENTIAL AND
CANNOT BE REVIEWED BY OTHER BIDDERS**